

Online Highly Qualified Teacher Assessment/HOUSSE Frequently Asked Questions October 5, 2006

Q1: I am not able to log into the Online Highly Qualified Teacher Assessment/online HOUSSE Web site.

A1: Make sure that your license is current and active. If your license has expired, you will not be able to log in to the Highly Qualified Teacher Assessment/Online HOUSSE Web site. If your license has expired please contact the Division of Professional Standards at 1-866-542-3672 or 317-232-9010.

Q2: How do I see if my license has expired?

A2: The Indiana Teacher Inquiry is a web-based system that is available to the public via the Division of Professional Standards Web site at www.doe.state.in.us/dps/welcome.html. The Indiana Teacher Inquiry is a service that allows anyone to look-up an Indiana educator by first and last name. On this home page, there is a link called License History. Click on this link to access the Indiana Teacher Inquiry search page here: http://mustang.doe.state.in.us/TEACH/teach_inq.cfm. If your license is not active or has expired please contact the Division of Professional Standards at 1-866-542-3672 or 317-232-9010.

Q3: How do I find my license number?

A3: Through the Indiana Teacher Inquiry Web page:
http://mustang.doe.state.in.us/TEACH/teach_inq.cfm

Q4: How do I contact the Division of Professional Standards?

A4: Toll free at 1-866-542-3672 or 317-232-9010

Fax: 317-232-9023

Web site: <http://www.doe.state.in.us/dps/welcome.html>

Q5: I entered incorrect information into the Online Highly Qualified Teacher Assessment/HOUSSE, and the online form will not allow me to correct it.

A5: After you log in, there is a display of the current records. If you entered incorrect information, you can delete the record. You will be asked to confirm the removal of the record. WARNING: Deleted records cannot be retrieved. The information will have to be reentered.

Q6: I still cannot log into the Online Highly Qualified Assessment. What do I do?

A6: Determine your highly qualified status by reviewing *Identifying Indiana's Highly Qualified Teachers* <http://www.doe.state.in.us/hqt/pdf/InHOTdefinitionsMay18FINAL.pdf>. Using this document, determine which highly qualified teacher requirement you have met or plan to meet. If a teacher has not met one of the highly qualified requirements listed, then the teacher may complete the paper copy of the HOUSSE 2006:
http://www.doe.state.in.us/hqt/pdf/INhouseRubricFeb3_FINAL.pdf

Questions:

Submit Highly Qualified Online Assessment technical questions to hqt_support@doe.state.in.us

Submit Highly Qualified Teacher requirements content questions to hqt@doe.state.in.us

Resources:

Online Highly Qualified Teacher Assessment/HOUSSE:

<https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=130>

Video that explains how to use the Online Highly Qualified Teacher Assessment:

<http://www.doe.state.in.us/media/video/2006-06-hqt2.html>

Highly Qualified Requirements for Indiana Teachers:

<http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf>

HOUSSE 2006 (paper copy):

http://www.doe.state.in.us/hqt/docs/INhouseRubricFeb3_FINAL.pdf